

DEEPTHIMOL T R



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📍 Charuparambil House East veliyathu
nad U C College p o Aluva Pin 68310
2

🚀 SKILLS

> Dutiful and responsible > Loyal and
committed > Good at following through
with tasks > Social and enthusiastic

👤 PERSONAL DETAILS

Date of Birth : 28/04/1992

Marital Status : Married

Nationality : INDIAN

🎯 OBJECTIVE

To work for growing organization having an innovative, in
Accounting Department / Clerical Work that will best utilize my
educational and analytical skills and allow me to become a
member of a creative team.

📁 EXPERIENCE

Process associate 03/12/2012 - 21/04/2014

Docustream India Technologies pvt ltd

Job contains verification of American insurance

Medical Records Department July 18 - October 18

Sunrise Hospital Kakkanad

- Maintained and organized confidential files and
patients records.
- Provide excellent service to patients, answerd the
phone and responded to emails.

🎓 EDUCATION

Diploma in Hospital Administration 2022

Ignite academy

B. Com Tavel and Tourism 2012

MG University

C+

Plus two 2009

SNHSS Pullamkulam

64%

SSLC 2007

St. Aloysius high school

74%

👤 OTHER CERTIFICATION COURSES

Additional certification : Tally ERP 9, Microsoft office 2007(MS
Word, MS Excel & PowerPoint, Outlook, internet, Advanced Excel,
CRS (computer Reservation System), Office Secretary /PRO
Training.

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